

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**JOINT FEDERAL TRAVEL REGULATIONS,
VOLUME 1/AND JOINT TRAVEL
REGULATIONS, VOLUME 2, AIR FORCE
SUPPLEMENT 1**

**AIR EDUCATION AND TRAINING
COMMAND**

Supplement

29 MAY 2012

**AIR FORCE PERSONAL PROPERTY
MOVING AND STORAGE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no reliability restrictions on this publication.

OPR: HQ AETC/A4RXT

Certified by: HQ AETC/A4RXT
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Supersedes: JFTRV1_JTRV2_AFSUP1_
AETCSUP1, 4 May 2004

Pages: 4

Joint Federal Travel Regulations, Volume 1, and Joint Travel Regulations, Volume 2/AF Supplement, 1 April 2002, is supplemented as follows. This supplement does not apply to the Air National Guard or Air Force Reserve Command. It requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this publication is Title 10 U.S.C. 8013. System of records notice F024 AF ILB, Personal Property Movement Records, applies. Privacy Act statement required by AFI 33-322, *Air Force Privacy Act Program*, is in AETC Form 280, Information for Shipment and Storage of Personal Property (Prior to Counseling). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <http://www.mv.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

This revision renumbers information where necessary to align with AF Supplement 1 to the JFTR/JTR; updates all references to (HQ AETC/LGTT to HQ AETC/A4RXT and HQ USAF/ILGT to HQ USAF/A4LE); deletes previous information incorporated in the AF Supplement and Defense Transportation Regulation, Part IV; provides guidance on personally procured move procedures for movement of property into and out of storage; and stipulates personnel authorized to certify DD Form 1701, *Inventory of Household Goods*.

4.2.2. See paragraph 6.8.2.2 of the AF Supplement.

5.2.5.1.1. Weight left in non-temporary storage (NTS) at origin being paid for by destination operation and maintenance (O&M) housing funds on AF Form 150, Drayage/Storage Authorization - Government Quarters, will not count against the permanent change of station (PCS) weight allowance moved on the PCS order.

5.2.6. Send requests through HQ AETC/A4RXT for forwarding to HQ USAF/A4LE.

10.3.2. Submit recommended changes to the JFTR/JTR through HQ AETC/A4RXT for forwarding to HQ USAF/A4LE.

10.6.3.6. Address requests to JPPSO-SAT/DIR and send an information copy to AFMC LSO/LOTA and HQ AETC/A4RXT.

10.11. (Added) Traffic Management Office (TMO Responsibilities. TMO personnel will:

10.11.1. **(Added)** Use AETC Form 280, *Information for Shipment and Storage of Personal Property (Prior to Counseling)*. AETC bases that use the appointment system or pre-shipment group briefings should use this form or equivalent general purpose form.

10.11.2. **(Added)** Make AETC Form 282, *Customer's Evaluation of TMO Services*, available to TMF customers to ensure quality service is being provided.

10.11.3. **(Added)** Maintain an active program to:

10.11.3.1. **(Added)** Keep the base population aware of services offered or changes in policy or entitlement.

10.11.3.2. **(Added)** Ensure local commanders and supervisors are aware of their responsibility to allow their personnel sufficient time to receive counseling and arrange for shipment or receipt of personal property.

10.11.4. **(Added)** Physically survey contractor facilities on a periodic basis (at least semiannually) for lost or stray personal property.

CRAIG A. BERLETTE, Colonel, USAF
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Prescribed Forms

AETC Form 280, *Information for Shipment and Storage of Personal Property (Prior to Counseling)*, [DATE]

AETC Form 282, *Customer Evaluation of TMO Services*, 31 August 2005

Attachment 14**PERSONALLY PROCURED MOVEMENT OF HOUSEHOLD GOODS**

A14.4. TMF personnel will not advise a member to perform a personally procured move (PPM) and then obtain documentation at his or her destination, unless the member calls from a distant location that makes visiting the TMF impracticable. Instead, the origin TMF will initiate all requested shipping documentation.

A14.7.3. In addition to the traffic management officer, the superintendent or chief of personal property may certify the inventory to ensure all items listed qualify as HHGs and calculations are correct.

A14.8.1.1. For TDY en route shipments, origin TMF personnel will prepare PPM documentation for each segment of the move (for example, old PDS to TDY base; TDY base to new PDS; and/or old PDS to new PDS, if applicable).